

Trustees of Lunenburg Public Library  
January 17, 2013  
Meeting called to order at 6:50 pm

Attending: Robin Venezia, Lisa Krowitz, John Mara, Kathy Murray, Dick Mailloux, Lars Widstrand, Martha Moore  
Absent: Jeanne Raboin

Public comment – None

#### Approval of Minutes

- John Mara made a motion to approve the October 18, 2012 LPL Trustee minutes as amended; 2nd by Lars Widstrand; unanimous approval by all in attendance.
- Robin Venezia made a motion to approve the December 20, 2012 LPL Trustee minutes as presented; 2nd by John Mara; unanimous approval by all in attendance.
- Lars Widstrand made a motion to approve the 1/12/13 Policy subcommittee minutes as presented; 2<sup>nd</sup> by Lisa Krowitz; approval by Lars Widstrand, Lisa Krowitz, and Robin Venezia.

#### Director's Report

- Staffing:
  - Jeff Dike is assisting with the computer inventory.
  - Patty Dupont is training Marybeth on cataloguing for children and YA items.
  - Sherri Freeman is now the interlibrary loan and reservation librarian.
  - The Tech Services Librarian position has been posted for the Town and Union, and Martha will now post to other library job search sites.
  - The staff now has name badges and business cards are being ordered.
  - CWMARs will be conducting a training session at LPL for the staff on Evergreen circulation and cataloging.
  - Martha is in the process of modifying the internal job titles for the staff to match their skills and responsibilities.
- Bldg/Facilities:
  - The poor heating and mystery odor in the main entrance have been determined to be related to the heating vents and shafts.
  - A controller on the roof has frozen.
  - Martha is working towards consolidating all the storage areas in the library.
- Programs:
  - The Robotics and Sleepover programs were held on 12/27/2012
  - Attendance is down in the late afternoon Children's programs, which may be due to the change in the school usage (elimination of TC Passios building). Karen is working on approaches to increase attendance.
  - Martha will be trying to partner with the Sr. Center to have Day Adult programming.
  - Kate will be trying to partner with the Teen Center on programming.
  - Martha is working on improving marketing of all the LPL programming. The website is key to this effort. Once the website is available, Lars Widstrand has supplied numerous photographs for the LPL website.
- Misc:
  - Martha is organizing vendors, pricing, and verifying outstanding invoices.
  - Deborah designs all the face out displays around the library.
  - The staff is in the process of weeding the collection. An ex-librarian has volunteered to help with this effort.
  - LPL has renewed the collaboration with the ACE students at the High School for the morning café
  - Martha is bringing back the reference area.
  - Martha is creating a special collection called "American Spirit", which will include books on democracy, such as the Ken Burns series. She will be using the funds raised over the summer to fund this collection.
  - Martha is working to setup an E-book collection, but the library needs a credit card or PO with vendor to order E-books.
- Technology:
  - RICOH will reduce maintaining the CANON copiers since material/parts are hard to find. Martha will check to see if these copiers should be under the town maintenance plan.
  - There have been issues with the Evergreen update (December 2012). Computers need to be rebooted regularly during the day.

- The Town IT department has been helpful and understanding, but short staffed, so the LPL has low priority. Currently there are 3 computers that are not working.
- Martha met with Kerry (Town Manager) about a separate website for the library that can be maintained by the library staff.
- Martha is working on developing a Technology Assessment Plan

#### Sub-Committee Meetings

- Robin Venezia stepped down from the Budget subcommittee. The Budget subcommittee will meet 1/24/13 and the Trustees will meet with Kerry (Town Manager) 1/31/13
- The Policy subcommittee is working on revising the current policies. They started working on the Operational Safety, Library Bill of Rights, Art Exhibit Guidelines, Borrowing, and Signage and Posting will meet with Martha on January 3<sup>rd</sup> to update her on the LPL budget process.

#### Other

- Kathy Murray asked if the library should have a lockdown policy. Martha will check with the town police chief.
- Lars Widstrand suggested that a new procedure should be developed for DVD since there have been DVD thefts lately.
- Lars Widstrand and Robin Venezia have not been receiving Trustee information from the MBLC. Jeanne will check on this issue.

Dick Mailloux made a motion to end the meeting at 8:35 pm; 2nd by John Mara; unanimous approval by all in attendance.

Respectfully submitted,

Lisa Krowitz

Secretary, Trustees of Lunenburg Public Library